

**JOB DESCRIPTION
STREET DEPARTMENT
PUBLIC WORKS CREW CHIEF**

1. JOB TITLE: PUBLIC WORKS CREW CHIEF

2. DEFINITION: This employee's primary responsibility is to ensure that the functions of the work crew are performed in an efficient and safe manner on a daily basis. Due to the nature of the activities performed by members of the foreman's team, this employee must possess the ability to make prudent and independent decisions as they apply to assigned daily activities. The employee will perform required work for the maintenance of right of ways, easements, and other City owned property. The employee will perform other related work as required, some of which will be mechanical. This is a skilled full-time position under the administration of the Director of the Street Department or a designated supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion, and transfer, return to duty, and follow-up drug and alcohol testing.

3. EQUIPMENT AND JOB LOCATION:

- a. The employee will operate and maintain construction equipment and vehicles which may include: backhoe, loader, dozer, grader, steel wheel roller, tractor, tractor with bush hog, single and dual axle dump trucks. The employee will be required to perform manual labor if necessary and must be capable of using hand tools to perform various tasks.
- b. Work is generally performed in an outdoor environment within the Murfreesboro city limits. Some tasks may be required during periods of inclement weather. The employee will be exposed to loud noise, mechanized equipment, dirt, mud, rain, sleet, snow, heat, chemicals, and asphalt fumes. This position may require a great deal of physical exertion and this may be required during periods of extreme weather conditions. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Supervises a work crew responsible for the performance of public works oriented projects which may include: maintenance and installation of storm drainage systems, street repairs, clearing and grading projects, mowing activities, sign installation, ice and snow removal, and other activities as required.
- b. Performs extreme physical labor for extended periods of time under all weather conditions. Lifts objects weighing up to 100 pounds.
- c. Sit, stands, stoops, walks and climbs intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Perform other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least 21 years of age.
- b. High School diploma or GED preferred; education may be waived if candidate proves they have the necessary work experience and skills to satisfactorily perform the functions of this position.
- c. Must possess a driver's license valid in the State of Tennessee with a Commercial Driver's License, Class B endorsement, or be able to obtain this endorsement within six (6) months after being hired, and the ability to safely operate a motor vehicle.
- d. Must have legal authorization to work within the United States of America.
- e. Must pass a pre-employment drug/alcohol screen.
- f. Must possess mechanical abilities in order to maintain and repair tools and equipment used in the performance of daily activities.
- g. Must possess good personnel management skills with the ability to supervise and motivate subordinate employees effectively.
- h. Ability to read and understand construction drawings, operate an engineer's level, and do basic mathematical calculations.
- i. Ability to properly excavate ditches to prescribed elevations with a backhoe or dozer and also to install storm drainage pipes and structures according to required specifications.
- j. Ability to supervise asphalt repair crew and possess the knowledge and experience to ensure that the repairs are made in a satisfactory manner.
- k. Ability to understand directives from supervisors and perform the duties required in an acceptable manner.
- l. Must be familiar with the Manual on Standard Traffic Control Devices and be capable of applying these standards to construction and maintenance projects involving traffic control.
- m. Ability to report for work on time and be able to work extended hours when required by supervisors, including holidays, evenings, weekends or any other period that does not include a normal 40 hour work week.
- n. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- o. Ability to establish and maintain an effective working relationship with other employees and to effectively communicate with the public, some of whom may be irate. Ability to effectively communicate both orally and in writing.

Non-Exempt
Safety Sensitive
March 7, 2006